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(When Filled In)

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FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SUDMEIER, ELIZABETH		12 May 1912	f	GS 12	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Off		DDP/NE		HORS.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
☒ CAREER ☐ RESERVE ☐ TEMPORARY			☐ INITIAL ☐ REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See instructions - Section C)			☒ ANNUAL ☐ REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)		
			1 Jun 62 - 31 Dec 62		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Reviews, analyzes and interprets intelligence material on selected areas, relates it to other information for inclusion in intelligence briefs and studies.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Monitors the division's operations and activities, reviews intelligence production from them and prepares critiques and recommendations for improvement.					(b)(1) (b)(3)
SPECIFIC DUTY NO. 3					RATING LETTER
Reviews project outlines and analyzes objectives in relation to intelligence needs, and submits comments and recommendations thereon.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Performs assignments related to the division's intelligence collection activities.					S
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and other factors. Based on your knowledge of employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
19 APR					S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. APR 19 10 58 AM '63 She is a very capable, versatile intelligence officer who is equally effective in a research or an operational room sphere. She has a high degree of perceptivity which she employs with expert judgment in identifying problems and in separating out significant items of intelligence information. She is willing, enthusiastic and agreeable, and she works well either individually or as a team member. Her thorough knowledge of the Arab world makes her a very valuable member of NE Division. Since she has over the years demonstrated to the immense satisfaction of her supervisors her ability to achieve success in the two above mentioned major fields of intelligence work, every possible consideration should be given to her personal wishes as to future assignments.			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
16 April 63	<i>Elyse D. Deedman</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
9			
DATE	OFFICIAL TITLE OF SUPERVISOR		
16 April 1963	C/NE/		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<i>Concur</i> (b)(3) (b)(6)			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL		
16 Apr 63	NE/		

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